

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1223

TITLE: PERSONNEL ANALYST I

GRADE: S-20

DEFINITION:

Under direct supervision, performs professional level tasks of limited difficulty in an area of human resources.

DISTINGUISHING CHARACTERISTICS:

This is the entry-level in this series. Incumbents assist higher-level professionals in the conduct of their duties and/or perform specific tasks for a program area or group of customers. Work is reviewed at frequent intervals for accuracy, adherence to goals, and technical soundness. By contrast, the work performed by incumbents of the Personnel Analyst II class is reviewed only as appropriate for the specific task or program.

ILLUSTRATIVE DUTIES:

General

Develops a good working knowledge of assigned business areas and the operating processes and procedures within the County;

Applies established professional guidelines and may perform some research and/or analysis to make recommendations in solving problems;

Assists consultants as needed;

Serves as a team member;

Recognizing the implications of proposed changes, identifies and collaborates with appropriate individuals and groups to develop and implement the changes.

Benefits

Conducts a segment of benefit seminars and/or new employee orientations;

Assists employees seeking information and guidance on the plans and options available;

Understands laws and assists staff as needed;

Investigates and resolves minor disputes, problems, and issues between employees and benefit plans.

Classification

Completes/coordinates completion of classification/compensation/benefits surveys submitted by other jurisdictions/organizations;

Obtains or provides classification and/or pay data over the telephone;

Conducts routine classification and/or compensation studies under the leadership of a senior classifier, and prepares written reports summarizing findings and recommendations;

Reviews updated position descriptions to ensure the positions are still appropriately classified.

Personnel and Payroll

Performs or assists in technical, fiscal, regulatory, and organizational work requiring analysis, data gathering, routine correspondence, written and oral reports;

Responsible for specific tasks in payroll accounting, personnel actions, time and attendance, records management and automated systems for a program area and/or group of customers;

Provides technical assistance to customers; assists in providing training to staff and customers;

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of human resources administration and management principles and practices as they apply to a functional area;

Knowledge of Federal, State, and County laws, regulations, and ordinances pertaining to relevant human resources programs and management;

Skill in the use of computer hardware and software;

Ability to establish and maintain effective relationships with applicants, employees, County officials and/or citizen groups;

Ability to gather and analyze data;

Ability to speak and write effectively;

Ability to work as a team member.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to graduation from an accredited four year college or university in personnel administration, public administration, or a related field.

REVISED: June 9, 1999

REVISED: December 22, 1992